

## **7116 - LOG CABIN DRIVER/INSTRUCTOR AIDE**

### **NATURE OF WORK**

This is specialized vehicle operation and para-professional responsible work assisting staff in conducting group activities in a training program for the mentally/emotionally handicapped. An employee in this classification operates an automobile, station wagon, or van for the purpose of chauffeuring Retardation Program clients, staff, parents, and the occasional delivery and pick-up of messages, records and materials. The employee may participate in routine clerical tasks and/or assisting staff in the conduct of group activities. Work is performed under the direct supervision of the Program Director who emphasizes the safety of the operation of the vehicle and its passengers.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Transports clients to and/or from program and/or special events using program vehicle.  
Transports parents or guardians to assist Case Worker.  
Acts as courier for staff, to pick-up and deliver items, as required.  
Assists instructors in providing special instruction to clients.  
Transports van for routine maintenance and repair.  
Maintains van interior and exterior to keep it clean and minimize deterioration.  
Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the geography of the Cities of Miami Beach and Miami and the surrounding areas.  
Considerable knowledge of traffic regulations, especially as they apply to transporting children and adults.  
Some knowledge of office and special education practices and procedures, and of the special needs of the mentally/emotionally handicapped.  
Skill in driving a vehicle while transporting mentally/emotionally handicapped individuals.  
Ability to operate an automobile or van safely and efficiently in traffic and under adverse weather conditions.  
Ability to understand and follow written and verbal instructions, and to prepare reports.  
Ability to learn assigned tasks readily and to adhere to prescribed routine.  
Ability to establish and maintain effective working relationships with clients, staff, parents and guardians, and the general public.

### **MINIMUM REQUIREMENTS**

Six (6) months full-time verifiable experience working with the developmentally disabled. Driver's license and obtain Florida Class "D" driver's license prior to appointment. Work includes nights, weekends, and holidays..

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### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift heavy plants.

### **SUPERVISION RECEIVED**

Work is performed under the direct supervision of the Program Director, though assignments may come from Education Coordinator or Case Worker.

### **SUPERVISION EXERCISED**

Exercises direct supervision over passengers when operating vehicle.

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